



DEPARTMENT OF THE NAVY

DIRECTOR NAVAL RESERVE INFORMATION SYSTEMS OFFICE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5401

NAVRESINFOSYSOFFINST 4400.1
N245
29 Feb 2000

NAVRESINFOSYSOFF INSTRUCTION 4400.1

Subj: MINOR PROPERTY ACCOUNTABILITY GUIDELINES

Ref: (a) NAVSUP Publication 485 (Ashore Supply Procedures)
(b) NAVSUP P-430 (COG "I" Bulletin)
(c) NAVSUP Volume II (Ashore Supply Procedures)
(d) SECNAVINST 5500.4G (Reporting of Missing, Lost, Stolen, or Recovered (MLSR) Government Property)
(e) NAVFAC P300 (Management of Transportation Equipment)
(f) COMNAVRESFOR P4000 (Naval Reserve Logistic Support Handbook)
(g) NAVRESINFOSYSOFFINST 1070.1B (Check-In/Check Out Procedures for Military, Civilian, and Contractor Personnel)
(h) Control Equipment Inventory System (CEIS) Version 3.2

1. Purpose. To establish policy and procedures within the Naval Reserve Information Systems Office (NAVRESINFOSYSOFF) for control and accountability of NAVRESINFOSYSOFF minor property per references (a) through (h).

2. Background. NAVRESINFOSYSOFF is responsible for a minor property inventory of several million dollars. Per reference (h), the Controlled Equipage Inventory System (CEIS) is used for tracking and reporting on the minor property inventory. To facilitate the operation of CEIS, this instruction delineates responsibilities for government owned, personally retained, equipment for accountability and pecuniary liability as pertains to minor property that is lost, damaged, stolen, misappropriated, or improperly transferred from one individual/agency to another. References (a) through (h) implement policy within Department of Defense (DoD), Department of the Navy (DON) and Commander, Naval Reserve Force (COMNAVRESFOR) with regards to minor property and provide additional instructional guidance.

3. Definition. Minor property is defined as property of a cost at least equal to the level of the micro-purchase threshold, currently \$2500, and all items that are classified by the NAVRESINFOSYSOFF Director (N00) as sensitive or pilferable costing less than \$2500. All such property within NAVRESINFOSYSOFF is designated with a U.S. Navy Property Tag.

4. Applicability. This instruction applies to all NAVRESINFOSYSOFF government and contractor personnel including the Central Design Activity (CDA) Detachments.

5. Responsibilities

a. Safeguarding government owned equipment is the responsibility of every government employee, service member, and NAVRESINFOSYSOFF contractor. All personnel will acquaint themselves with, obey, and so far as their authority extends, enforce the guidelines contained within this instruction. Failure of any person within NAVRESINFOSYSOFF to ensure this instruction is complied with may result in detrimental actions being taken against the employee and/or supervisor for failure to follow policy.

b. NAVRESINFOSYSOFF Director (N00) is responsible for the NAVRESINFOSYSOFF minor property inventory and implementation of this instruction within NAVRESINFOSYSOFF.

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c. NAVRESINFOSYSOFF Security (N12) is responsible for providing physical security for the NAVRESINFOSYSOFF minor property inventory and for investigation of all suspected criminal activities with regard to loss of minor property.

d. NAVRESINFOSYSOFF Supply Manager (N245) is responsible for:

(1) Maintenance of this instruction and maintaining an accurate inventory of minor property for each custodian within CEIS.

(2) Ensuring that additions and changes to CEIS listings are substantiated by proper paperwork submitted by property custodians documenting issues, transfers, and disposal of minor property.

e. Government department and division directors are responsible for:

(1) Coordination and control of minor property accountability within their areas.

(2) Ensuring that each employee and custodian is familiar with this instruction and that it is followed to ensure efficiency in operations and proper accountability.

f. Government project managers, in conjunction with Contracting Officer Representatives (CORs) are responsible for government oversight of the activities of contractors assigned to their projects with regards to government furnished minor property.

g. NAVRESINFOSYSOFF contractor supervisors are responsible for the enforcement of COMNAVRESFOR and NAVRESINFOSYSOFF instructions with regards to government owned minor property for the NAVRESINFOSYSOFF project teams which they supervise.

h. All custodians of government equipment, whether civilian, military, or contractor, are responsible for familiarizing themselves with this instruction, following its dictates, and doing all possible within their control to ensure the security of all government property assigned to them. All employees are responsible for properly documenting changes in location or custody of property assigned to them, and immediately reporting the loss of any government property assigned to them to their immediate supervisor and to the NAVRESINFOSYSOFF Supply Manager (N245).

6. Action

a. Excess property will at no time be stored in a consolidated location within any department, division, or branch, for later usage. All equipment will be processed for turn in to the non-assigned equipment pool for accountability purposes and liability.

b. Transportation of government minor property between NAVRESINFOSYSOFF sites will not be conducted in privately owned vehicles unless written approval has been obtained from NAVRESINFOSYSOFF (N24) or (N245).

c. Government owned property will not be moved to or used at any private residence or business by any employee without a Property Pass (NAVRESINFOSYSOFF 4440/1) signed by NAVRESINFOSYSOFF (N00), (N00B), (N2), (N24), or (N245). Requests for property passes will be initiated only by government department directors via E-mail to NAVRESINFOSYSOFF (N24) contract logistics support team. E-mail address - RSRMGMT. Requests will contain the serial number, property number, and nomenclature of the equipment along with a brief justification.

d. Cannibalization of government owned property is prohibited by DoD, DON COMNAVRESFOR, and NAVRESINFOSYSOFF instructions. Anyone that cannibalizes minor property will be disciplined accordingly.

e. Inventory and Accountability. The following actions will be accomplished to ensure proper accountability for the NAVRESINFOSYSOFF minor property inventory.

(1) NAVRESINFOSYSOFF (N00) will implement and enforce this instruction for purposes of personnel accountability.

(2) NAVRESINFOSYSOFF (N12) will:

(a) Investigate missing government minor property where criminal activity is suspected and refer cases to Naval Criminal Investigative Service (NCIS) as necessary.

(b) Maintain the command file of completed DD 200 for trend analysis.

(3) NAVRESINFOSYSOFF (N14) will:

(a) Ensure that all deliveries of minor property, including information technology equipment, are delivered to Logistics/Field Support Shipping and Receiving (N24) and not to the end user.

(b) Provide copies of all Purchase Orders (POs) for minor property to NAVRESINFOSYSOFF Property Book Officer (N245).

(4) NAVRESINFOSYSOFF (N245) will:

(a) Provide the necessary accounting for all equipment issued to the various custodians through continuing management attention.

(b) Maintain CEIS listing. Enter all minor property purchased, as verified by the POs, and received into CEIS and mark all minor property with a U.S. Navy property tag and bar code label.

(c) Make necessary changes in CEIS for all equipment issued, shipped, transferred, or relocated.

(d) Maintain files of documentation to substantiate all changes.

(e) Conduct on the spot checks as required for proper equipment accountability and management of equipment assets.

(f) Conduct semiannual property book reconciliation with custodians to provide verification of all equipment maintained within for accountability, accuracy of ownership, and identification of liability. For these reconciliations, generate custodial lists and distribute to each government department and private contractor.

(g) Conduct triennial, change of command and change of point of contact of physical inventories for individual retained minor property. Physical minor property inventories will commence 90 days prior to a change of command and may coincide with the triennial inventory requirement.

(h) Conduct additional inventories as directed to maintain accountability of government minor property. Upon completion of the reconciliation phase of the inventory, the annotated listing will be maintained, along with the rough copies of the surveys for any missing or damaged items.

(5) Government department directors will:

(a) Ensure that each employee within their area is familiar with and complies with this instruction for efficiency in operations and proper accountability.

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(b) Ensure that employees under their supervision properly check in and out per reference (g).

(c) Ensure each employee is held accountable for the equipment personally retained belonging to DON within CEIS.

(d) Support and coordinate inventory and reconciliation efforts within their areas by guaranteeing that the verification of all custody sheets (of employee custodians) are completed accurately, with requested changes properly supported by documentation, and returned to NAVRESINFOSYSOFF (N245) within 7 working days of receipt.

(6) Contract project managers, in conjunction with CORs, will perform functions listed in paragraph 6e(5) above for the NAVRESINFOSYSOFF contract teams which they supervise.

(7) All custodians, whether service members, government, or contractor employees will:

(a) Complete the Internal Transfer Worksheets (ITWs) (NAVRESINFOSYSOFF 5236/2) for all equipment in their custody that is transferred or relocated. All transfers will be verified with name and signature of the new custodian, and forwarded to the Supply Manager (N245) to change the CEIS listing.

(b) Upon receipt of inventory and reconciliation request, inventory all government equipment of which you have custody within 5 working days and provide copies of proper documentation for any changes requested to the inventory listings.

(c) Check in and out of the command per reference (g).

(8) Detachments will develop and implement their own minor property accountability following this instruction as a guideline to meet the needs of their operation.

(a) Completed instructions will be forwarded to Logistics/Field Support Division (N24) for final review and approval.

(b) Approved instructions will be returned with a memorandum of approval for immediate implementation.

(c) Detachments will forward backups of their CEIS to NAVRESINFOSYSOFF (N245) at the end of each quarter.

(d) Reports will be submitted via electronic mail, Bulletin Board System (BBS), or mail to NAVRESINFOSYSOFF, Supply Branch (N245), 2251 Lakeshore Drive, New Orleans, LA 70145-0001

f. Shipments and Disposal of Excess Property

(1) NAVRESINFOSYSOFF (N24) will:

(a) Provide coordination for shipment of all equipment outside the command and arrange all shipments of government owned minor property.

(b) Ensure that all shipments are conducted per reference (a) on a DD 1149. Provide copies of all DD 1149s to the Supply Manager (N245).

(c) Upon notification from the Help Desk, arrange for all property which has been identified as excess by custodians to be picked up and relocated to the non-assigned equipment pool. The pool custodian will prepare an ITW reflecting the relocation of the assets, and sign for all equipment

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transferred into the pool on an ITW. A copy of the ITW will be provided to the transferring custodian, and the original forwarded to the Supply Manager (N245).

(d) Reassign property from the pool within the command as needed for efficient usage.

(e) For disposals:

1. Obtain disposition instructions from the Defense Automation Resource Information Center (DARIC).

2. Upon receipt of disposition instructions, coordinate all shipments of excess minor property to Defense Resource Management Office at Keesler Air Force Base.

3. Ensure excess items are transferred within 90 days or establishment of 6 pallets of equipment.

4. Ensure all disposals of excess are accompanied by the proper document, DD 1348-1A.

5. Provide copies of all documentation to the Supply Manager (N245) to substantiate the removal of the equipment from the active CEIS inventory.

(2) NAVRESINFOSYSOFF (N245) will record shipment and disposal of property into the expenditure section of the CEIS program following Sections 7 and 8 of reference (h), and maintain document files to substantiate all expenditures from CEIS.

(3) All custodians, whether service members, government, or contractor employees will immediately report government minor property that is no longer required to the Help Desk for pick up. The Help Desk will notify the CEIS manager and Logistics/Field Support Division (N24) contract support of the requested pick up.

g. Processing of DD 200 for Missing, Lost, and Stolen Property:

(1) NAVRESINFOSYSOFF (N00) will sign all DD 200s as approving authority.

(2) NAVRESINFOSYSOFF (N00B) will:

(a) Sign and serve as appointing authority for all DD 200s.

(b) Appoint financial responsibility officers as required.

(c) Sign and serve as responsible officer for missing equipment for which government department directors are custodians.

(3) NAVRESINFOSYSOFF (N24) will sign as accountable officer on DD 200s.

(4) NAVRESINFOSYSOFF (N245) will:

(a) Immediately initiate DD 200 upon notification and confirmation that property is missing.

(b) Forward DD 200 to the appropriate responsible officer and notify Logistics/Field Support Manager (N24) and Security (N12).

(5) Government Department Directors will:

(a) Sign and function as responsible officers on the DD 200s concerning missing property for which your subordinates were custodians.

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(b) Complete informal investigations, note results on the DD 200 and forward form to the Deputy Director (N00B) as appointing authority within 5 working days of receipt.

(6) CORs

(a) Function as responsible officers on DD 200s concerning missing property for which employees of contract companies (which you have government oversight) were custodian.

(b) Complete informal investigations, note results on the DD 200 and forward to the Deputy Director (N00B) as appointing authority within 5 working days of receipt.

(7) Financial Liability Officers

(a) Complete DD 200 and record determination of financial liability for missing government property per reference (d).

(b) Forward findings to approving official within 10 working days of assignment.

h. Human Resource Office (N257), Military Pass Liaison (NOOC) and CORs (for contract companies) will weekly provide the names and dates of personnel gains and losses to NAVRESINFOSYSOFF (N245).

7. Reports. The following report requirements contained within this instruction has been approved for only 3 years from the date of issuance.

a. The Quarterly CEIS Back-up Report contained in paragraph 6e(8)d above has been assigned report control symbol NAVRESINFOSYSOFF 4400-1.

b. The requirement for the weekly Gains and Losses Report contained in paragraph 6h above has been assigned report control symbol NAVRESINFOSYSOFF 5320-1.

8. Forms. The following forms mentioned within this directive are available from NAVRESINFOSYSOFF (N245).

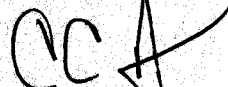
a. NAVRESINFOSYSOFF 5236/2 (01-00), Internal Transfer Worksheet.

b. NAVRESINFOSYSOFF 4440/1 (01-00), Property Pass.

c. DD 200 (10-99), Financial Liability Investigation of Property Loss.

d. DD Form 1149C (01-97), Requisition and Invoice/Shipping Document.

e. DD Form 1348-1A (07-91), Issue Release/Receipt Document.


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Distribution: (NAVRESINFOSYSOFFINST 5216.1)
Lists A, B, and C
NAVRESINFOSYSOFF CDA Detachment Washington, DC
NAVRESINFOSYSOFF CDA Detachment Memphis, TN
NAVRESINFOSYSOFF CORs (Forward to contractors)